



MEMORANDUM

TO: DATAMASTER DMT AGENCIES NOT CONNECTED TO THE HOST NETWORK
FROM: AMANDA BOLDUC, ALCOHOL PROGRAM SUPERVISOR
SUBJECT: MONTHLY UPDATE PROCEDURE
DATE: 11/6/2015
CC: GREG NAGURNEY

The Vermont Forensic Laboratory (VFL) has recently completed a networking project for the DataMaster DMT instruments. The majority of the fleet is now connected to a HOST computer at the VFL. Now, every time a test or protocol is completed, that data is automatically uploaded to our servers and we can see and review the information. To see if your DMT is connected to the network, look for this small icon in the bottom right hand corner of the home screen:



If you do NOT see this icon, your DMT is NOT on the network.

If your DMT is NOT connected to the network, you should continue to send us color copies of your Routine Performance Check reports in February, June and October. We review these reports and will contact you if there is a problem; therefore it is imperative that you send them to us in a timely manner. We would also like to remind you that we must receive ALL reports, including the failing attempts.

All DMT records must be made available to the Defense and State's Attorneys as part of the Discovery process. To streamline this process and prevent agencies from having to individually respond to specific requests, we are uploading all DMT records to our website. For agencies that are not networked, this means a manual download of the data each month. A thumb drive will be provided in order to accomplish this.

- Insert the thumb drive into a USB port at the back of the DMT
- Open the OPTIONS menu by pressing the DMT logo in the upper left hand corner of the screen
- Under Security, log on and enter the password
- Next, select Functions → Import/Export → Output to USB
- Once all the data is exported to the thumb drive (this may take a few minutes) open the thumb drive on a computer.
 - There will be a folder called "download"
 - In the Download folder, there will be a folder labeled with the serial number of the DMT
 - Email a copy of the serial number folder and all of its content to the DMT email account listed below

Each agency must also provide copies of log books each month. Every agency has a Maintenance Log associated with their DMT, and most also have an Operator Log. Please send us a copy of the previous month's log(s) during the first week of a new month.

The email address to remit all monthly update data to is: dps.dmt@vermont.gov

If you have any questions about this process, or the Alcohol Program in general, please contact us.

Rob Driscoll, DataMaster Technician 241-5817(desk), 585-0123(cell)

Amanda Bolduc, Alcohol Program Supervisor 241-5300 (desk)

As of 11/6/2015, the following agencies are NOT connected to the network:

County	Agency	DMT Serial Number
Addison	Middlebury PD	123206
Caledonia	St. Johnsbury PD	103609
Chittenden	Richmond PD	103909
Chittenden	Burlington PD	104009
Chittenden	Shelburne PD	100133
Chittenden	Milton PD	100159
Essex	Brighton PD	100145
Essex	Canaan PD	100170
Franklin	St. Albans VSP	100171
Franklin	FCSO Richford Station	300386
Lamoille	Stowe PD	102706
Orange	Orange County Sheriff's Office	102906
Orange	Bradford VSP	100140
Orleans	Newport PD	100151
Washington	Northfield PD	100158
Windsor	Rochester Constable	100160